

# Division of Juvenile Justice Services Policy Procedures

**Name:**

**EIN:**

Policy #	Subject	Date Reviewed	Employee Initials
<b>SECTION 01 - ADMINISTRATIVE &amp; PERSONNEL</b>			
01-01	Development, Coordination & Approval of Policies		
01-02 A	Code of Ethics for Volunteers		
01-02	Code of Ethics (Submit on JJS Training Attendance Form)		
01-03	Volunteers and Donations		
01-04	Bureau of Research and Evaluation		
01-05	Legal Assistance From Attorney General		
01-06	Incentive Awards		
01-07	Operations Manual (Submit on JJS Training Attendance Form)		
01-08	Criminal Background Checks		
01-09	Dress Code		
01-10	Juvenile Justice Services Logo		
01-11	Community Relations		
01-12	Juvenile Food Service		
01-13	Reserved		
01-14	Personal Electronic Devices		
<b>SECTION 02 - TRAINING</b>			
02-01	New Staff Training		
02-02	Training Instructor Certification		
02-03	Annual Training		
<b>SECTION 03 - JUVENILE TREATMENT - PROGRAMMING</b>			
03-01	Reserved		
03-02	Clinical Use of Polygraph		
03-03	Intake Screening		
03-04	Community Service Restitution, & Fines		
03-05	Juvenile Wellness		
03-06	Non Routine Physical Activities - Approval and Informed Consent		
03-07	Highway Clean-up		
<b>SECTION 04 - CLIENT RIGHTS</b>			
04-01	Rights - Responsibilities of Juveniles		
04-02	Religious Programs		
04-03	Resident Mail		
04-04	Telephone Access		
04-05	Juvenile Property Control		
04-06	Visitation		
04-07	Safety and Health Standards		
04-08	Juvenile Grievance Policy		

## Division of Juvenile Justice Services Policy Procedures (FY14)

Policy #	Subject	Date Reviewed	Employee Initials
<b>SECTION 05 - SAFETY, SECURITY &amp; SUPERVISION</b>			
05-01	Warrants		
05-02	Searches of Person, Room, State Vehicle		
05-03	Suicide Prevention		
05-04	Transportation		
05-05	Use of Confinement		
05-06	Use of Restraint Devices		
05-07	Use of Physical Intervention		
05-08	Staff Supervision and Monitoring		
05-09	Evidence		
05-10	Contraband		
05-11	Juveniles as Informants and Decoys		
05-12	Critical Incident After Action Process		
05-13	Reserved		
05-14	Requests by Law Enforcement		
05-15	Incident Reports		
05-16	Facility Access		
05-17	Specialized Intervention		
05-18	Law Enforcement Assistance		
<b>SECTION 06 - JUVENILE RECORDS</b>			
06-01	Creation, Storage/Retention of Juvenile Records & Permanent		
<b>SECTION 07 - MEDICAL</b>			
07-01	Non-Emergency Medical and Dental Services		
07-02	Emergency Medical		
07-03	Medications and Pharmaceuticals		
07-04	Medical and Dental Records		
<b>SECTION 08 - YOUTH PAROLE AUTHORITY</b>			
08-01	Annual Review of YPA Policy and Procedures		
08-02	YPA Case Files		
08-03	YPA Hearings		
08-04	YPA Guidelines		
08-05	Individual Hearings		
08-06	Conditions of Parole		
08-07	Warrants of Retake		
<b>SECTION 09 - JJS DIRECTIVES</b>			
09-01	Excess Hours		
09-02	Training Credit and Mandtory Training Hours		
<b>SECTION 10 - DHS DIRECTIVES</b>			
10-01	Mileage Reimbursement		
10-02	Budget Restrictions		
10-03	Training & Conferences		
10-04	Retreat & Conferences		

